

**DEPARTMENT OF
PUBLIC HEALTH AND HUMAN SERVICES
DIVISION OF QUALITY ASSURANCE
CERTIFICATION BUREAU**



**BRIAN SCHWEITZER
GOVERNOR**

**JOAN MILES
DIRECTOR**

STATE OF MONTANA

www.dphhs.mt.gov
PHONE: (406) 444-2099
FAX: (406) 444-3456

2401 Colonial Drive
2nd Floor
PO Box 202953
Helena, Montana 59620-2953

MEMORANDUM

DATE: October 12, 2007

TO: Health Care Facility Administrators

FROM: Jill Caldwell, Certification Bureau Chief

RE: Electronic Format for Plans of Correction

Several facility administrators have asked to receive the HCFA 2567 in an electronic format. CMS has not allowed us to comply with this request. However, attached you will find a template that may assist you in formatting your Plan of Correction (POC) so that it can be easily copied on to the 2567 you receive from the Certification Bureau. I realize that several of you already have a format, but if you do not, this may be helpful. As always, please carefully read the letter you receive with your POC. It will outline the necessary points to be covered in your POC.

Thank you in advance for your attention to this requirement. If you have any questions, please call me or Kathleen Moran at 406-444-2099, or email us at MTSSAD@mt.gov. The information is also available on our web site at <http://www.dphhs.mt.gov/qad/certindex.shtml>

Attachments (1)